



BUILDING PERMITS AND INSPECTIONS

MEMORANDUM

TO: The Honorable Mayor & City Council
Jim Martinez, Chief Administrative Officer
Adrian Ocegueda, Executive Assistant to the Mayor
Laura Uribarri, Executive Assistant to the Mayor
Patricia D. Adauto, Deputy CAO for Building and Planning Services

COPY: William A. Chapman, Deputy CAO for Financial Services
David R. Almonte, OMB Director
Irene D. Ramirez, P.E., Interim City Engineer
Lisa Elizondo, City Attorney
Terry Garcia, Asst. City Attorney
Richarda D. Momsen, Municipal Clerk

FROM: R. Alan Shubert, P.E., Director of Building Permits and Inspections *fls*

SUBJECT: Fee Increases for Building Permits and Inspections

DATE: March 17, 2004

On December 5, 2003, we received a list of proposed fee increases from Mr. William Chapman, Deputy CAO, with justification for all city services. The increases were based upon the fact that there has not been a fee increase since 1994. The Office of Management and Budget conducted an extensive study of building permit fees and licenses in the fall of 2003 by looking at process flows and interviewing department staff. The steps in processing each permit or license were documented in an attempt to capture all costs associated with it. A determination was then made on whether the City was recovering all costs associated with each permit or license. The fee increases proposed by OMB were proposed on this basis.

The Building Permits and Inspections department reviewed the study done by OMB for the purpose of understanding their findings and revising some fees through combination of fees, addition of fees, and deletion of fees. The reason

for this is to reduce unnecessary work in the department and enhance our service to the customer. A synopsis of the results is this:

- 1) BP&I feels that there would be much efficiency gained by adopting a single permit and fee system for new single family residences and new additions to single family residences. We studied the fees extensively and came up with an alternate to OMB's proposal to include this. The single permit fees were adjusted to decrease the effect of the increases on the smaller new residences (less than \$70,000) and increase the effect on larger residences. A table of values is attached to this memo to document this. In addition, we propose standard rates for valuation of new homes by square footage. These rates are indexed to the values published by the International Codes Council, International Building Code Legacy Building Valuation Data type 5 (V), Column B Average value for single family residence, presently \$49 per square foot for El Paso. The overall effect of our proposal is within 1.1% of what OMB recommends.
- 2) New fees were added to the schedule for some new services provided by the department. These include a fee for Permit by Appointment, which is a service to allow commercial clients with tenant improvement projects to have the plan review done in one sitting by making an appointment with the department. The second new fee proposed is the Customized Plan Review fee. This fee is to provide a service for large commercial and institutional projects, where Planning, Fire, BP&I, Engineering, and possibly the Health department are involved. The plans are reviewed by a committee of involved departments, shortening plan review time to the minimum possible. The third new fee proposed is a fee for Temporary Certificates of Occupancy. These are requested when a tenant needs to move furniture, fixtures, or equipment into a facility prior to completion of construction. This requires a minimum of one additional inspection, and the fee is to reflect additional work required.
- 3) Deleted were the Texas Accessibility Standard fees for plan review, as we no longer perform this service and it is the responsibility of the state. Also deleted were the hourly rate and minimum for plan review. These were replaced by the services offered in (2).
- 4) Attached are copies of the ordinances. A list of ordinances are as follows:
 - Amplification Permit
 - Building & Construction Administrative Code – Valuation for New Residential Homes
 - Building & Construction Administrative Code – Increase Permit Fees
 - Dealers in Second Hand Goods, Coins & Precious Metals License
 - Driveway Permit
 - Grading Permit

Home Occupation Permit
Hotel & Motel Permit
Late Payment of Business License
Licenses – Increase Permit Fees
Laundries License Fee – Expiration
Motor Vehicle Dealers License
Parade Permit
Parking in Residential District
Public Swimming Pool License
Sidewalk Permit
Sign Permit
Trailer Court License
Use of Gas Heaters Permit
Vendors License

If you have any questions or need more information, please do not hesitate to call me at 541-4557 or Said Larbi-Cherif at 541-4791.

ORDINANCE NO. _____
AN ORDINANCE AMENDING TITLE 20 (ZONING), CHAPTER 20.66 (SIGNS),
SECTION 20.66.100 (SIGN PERMIT FORMULA), SECTION 20.66.110 (REPLACEMENT
PERMIT) AND SECTION 20.66.120.B TO INCREASE THE PERMIT FEES
THE PENALTY BEING AS PROVIDED IN SECTION 20.68
OF THE EL PASO MUNICIPAL CODE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. That Section 20.66.100 Sign Permit Formula shall be revised to read as follows:

20.66.100 Sign permit fee formula.

For purposes of sign permit fees, the following steps shall constitute a formula for determining permit fees.

- A. Valuation.** A basic sign valuation shall be determined for all signs by multiplying the sign area in square feet by the appropriate value from the following table:

SIGN HEIGHT (FT.)	NON-ILLUMINATED		ILLUMINATED	
	SINGLE FACE	DOUBLE FACE	SINGLE FACE	DOUBLE FACE
1 - 20	\$10.00	\$15.00	\$20.00	\$30.00
21 – 30	12.00	18.00	24.00	36.00
31 – 40	13.00	19.50	26.00	39.00
41 – 50	14.00	21.00	28.00	42.00
51 – 60	15.00	22.50	30.00	45.00
OVER 60	16.00	24.00	32.00	48.00

- B. Permit Fee.** The permit fee for all signs except temporary real estate signs, shall be determined as follows:
- For sign valuations equal to or less than two hundred, sign permit fee shall be forty dollars.
 - For sign valuations of two hundred one, up to and including one thousand, sign permit fee shall be forty dollars plus one dollar and fifty cents for each one hundred or portion thereof over two hundred.
 - For sign valuations of one thousand one, up to and including ten thousand, sign permit fee shall be fifty two dollars plus nine dollars for each one thousand or portion thereof over one thousand.
 - For sign valuations over ten thousand one, up to and including twenty-five thousand sign permit fee shall be one hundred thirty three dollars plus nineteen dollars for each one thousand or portion thereof over ten thousand.
 - For sign valuations over twenty-five thousand and one, sign permit fee shall be four hundred eighteen dollars plus seventeen cents for each one thousand or portion thereof over twenty-five thousand.
- C. Portable Sign Permit Fees and Renewal.** The permit fee for any new or relocated portable sign shall be computed pursuant to subsections A and B of this section.
- D. Educational Signs.** One application and one sign permit fee shall be required for up to four permitted educational signs on an individual school property. The single application and permit provision shall only apply when all permitted signs at one school are to be installed so as to require only one inspection visit. In all other cases, a separate application and sign permit fee per educational sign shall be required. A sign permit shall not be issued for any educational sign on a school

property until the location of any permitted sign is preapproved on a sign plan by the traffic engineer.

- E. Off-Premise Sign Demolition Permits:** The permit fee for off-premise sign demolition permits shall be sixty dollars.

2. That Section 20.66.110 Replacement Permit shall be revised to read as follows:

20.66.110 Replacement permit.

Where the deputy director for building services determines that a permit was issued in accordance with the law in effect at the time the sign was erected and that such permit was lost or destroyed, the deputy director for building services may authorize the issuance of a replacement permit. Replacement permit fee shall be forty dollars.

3. That Section 20.66.120.B License Fees shall be revised to read as follows:

20.66.120 License and Bonds

- B. License Fees.** No person shall engage in the business of erecting, installing, servicing or maintaining signs for sale, rental or leasing purposes until such person shall have received from the building services department a license to conduct such and shall have deposited an annual license fee in the amount based on the following classifications:

Classification	Annual Fee
1. Small business engaged in sign painting only	\$ 90.00
2. Business engaged in constructing, erecting, installing, servicing or maintaining signs or billboards (including electrical work)	\$ 500.00
3. Business engaged in installing, servicing or maintaining temporary inflatable signs	\$1,000.00
4. Business engaged in installing, servicing or maintaining temporary inflatable signs on own property	\$ 500.00

The fee for issuing a duplicate license for one lost, destroyed or mutilated shall be twenty-five dollars.

4. Except as herein amended, Title 20 (Zoning), shall remain in full force and effect.

[SIGNATURES ON NEXT PAGE]

PASSED AND APPROVED this 13th day of April, 2004.

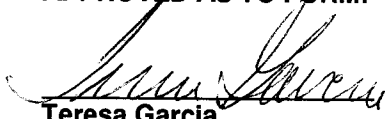
THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:


Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Teresa Garcia
Assistant City Attorney

APPROVED AS TO CONTENT:



R. Alan Shubert
Director for Building Permits
and Inspections

ORDINANCE NO. _____